



Arizona Commission on the Arts

Arts Learning Project Grant

Policy for Artists in Residence Selling Work in Schools

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Artists working in schools under residency contracts that are funded in part by the Arizona Commission on the Arts may offer artwork or educational materials for sale to students or parents according to the following guidelines:

The artist must request and receive permission in writing from the school principal or other appropriate authorizing official before any items are offered for sale to students or parents. This agreement should include an outline of where and when the items will be sold as well as a brief description of the items to be sold. A sample format for such an agreement is provided for your convenience. A copy should be sent to the Arizona Commission on the Arts for inclusion in the project file.

ACA considers the contact time that artists spend with students during a residency to be a key component of the learning process. Therefore, time should not be taken away from residency activities to promote or facilitate sales. Final events or presentations would be a more appropriate opportunity to present items for sale.

The artist must comply with all school and/or government regulations regarding the sale of items to parents and students.

Please feel free to contact the following staff about your various questions.

Alison Marshall, Arts Learning Director	602-229-8223	amarshall@azarts.gov
Mandy Buscas, Arts Learning Programs Director	602-229-8225	mbuscas@azarts.gov
Kim Willey, Arts Learning Assistant	602-229-8221	kwilley@azarts.gov

Arizona Commission on the Arts
417 West Roosevelt Street
Phoenix, AZ 85003
Phone: 602-255-5882
Fax: 602-256-0282
www.azarts.gov



Arizona Commission on the Arts
Arts Learning Project Grant
Memorandum of Understanding

To: _____
(School Principal or other Authorizing Official)

From: _____
(Name of Artist or Company)

Date: _____

Subject: Artwork Offered for Sale

Since I will be working as a resident artist in your school from _____ to _____, I would like to request permission to offer selections of my work for sale to students and parents on the following dates at the specified locations:

Items that will be offered for sale include (please include a brief description of each item and the price or attach an itemized sheet):

With your permission, I will set up a small display and sell the above listed items on the dates specified. Please let me know if there are any rules in your school or district that I will need to follow when selling products to students.

Thank you in advance for your consideration.

(Artist Signature)

(Artist Name Printed)

Permission Granted: _____ Date: _____
(Signed by Authorizing Official)

Please forward a copy of this signed agreement to the Arizona Commission on the Arts: 417 W. Roosevelt, Phoenix, AZ 85003-1326, Fax: 602-256-0282.